

TO : All Holders of 25X1A2d1 15 September 1960
FROM : Chief, OC/RC
SUBJECT : Change No. 1 to 25X1A2d1
REFERENCES: A. OC Notice No. 1-58
B. OC Notice No. 62-59

25X1A2d1

1. Please make the following additions to your copy of [REDACTED] and notify the OC Records Control by memorandum of the disposition category assigned to each.

50.3.1 Space Vehicle Detection
25X1A6b 90.3.13 [REDACTED]
90.3.14 [REDACTED]

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2. Please make an amendment in the disposition category under 25.2 to reflect the disposition assigned by OC-T as "J".

3. Records Control will continue to supervise and control the OC Functional Files System and Disposition Schedule to insure proper maintenance of the files; to institute refinements in the index; and to make additions and amendments to the index as required by new topics as they are introduced by OC changing missions and functions.

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TO: (See Distribution)

OC 60-421

FROM: Chief, KUCIUB

21 December 1960

SUBJECT: KUCIUB Functional Files System and Disposition Schedule

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1. The attached document [REDACTED] represents the basic file control plan to be used by both KUCIUB Headquarters and the field. The plan was developed at Headquarters over a period of two years for the purpose, as stated in the foreword to [REDACTED] of establishing "a uniform record filing, distribution, and disposal system within KUCIUB."

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2. The conversion of KUCIUB Headquarters files to this system was completed during the early part of 1960. Concurrently, a "great house-cleaning" took place which resulted in the forwarding to archives or destroying many cubic feet of no longer current material. It is hoped that you, too, will garner this side benefit of plan [REDACTED]. Note that disposition symbols are provided by the plan. These symbols later will provide automatic disposition dates as time passes.

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3. Other features of plan [REDACTED] include:

a. Utilization of the same basic numbering system as found in the KUBARK Regulatory system.

b. A uniform filing system for all KUCIUB activities, so that a minimum of training in filing procedures should be required for personnel new to each activity.

c. Flexibility and expansion possibilities.

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4. In connection with 3c above, it is recognized that this first edition of [REDACTED] may not meet all requirements. If additional filing categories are needed, your recommendations should be forwarded to Headquarters for approval and subsequent distribution to other holders of [REDACTED]. Those categories in [REDACTED] marked "reserved" are those considered applicable for Headquarters filing only.

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Distribution: A

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ADMINISTRATIVE OFFICE